Board of Directors Officer Roles and Responsibilities

1. **Chair-** assure that the Board fulfills its responsibilities to the organization
	1. Chair meetings
	2. Prepare agenda, submit to board for revisions 14 days in advance and submit PDF of agenda to web administrator 7 days in advance for posting on website.
	3. Call special meetings if necessary
	4. Work with Director to achieve the mission of the organization
	5. Communicate with the Board and the Director about any concerns
	6. Appoint all committee chairs
	7. Conduct new Board member trainings
	8. Oversee the search and interviews for the position of Director
	9. Execute the annual self-assessment process of the Board
	10. Lead the process of evaluating the School Director on an annual basis
	11. Schedule and plan location for all Board meetings
	12. Chair of the Governance committee
	13. Respond to all Board requests from the State
2. **Vice Chair**- stand in for the Chair when he/she is unavailable
	1. Assist in training of new Board members
	2. Assist the Chair in conducting the annual self-assessment and implementing any necessary changes
	3. Plan, organize, and execute the professional development for the Board
	4. Shadow Board Chair in preparation for moving into the role in the future
	5. Chair of the Nominating Committee
	6. Develop and administer the annual Board Self-Evaluation Survey
	7. Plans the Board retreat
3. **Treasurer-** serve as the financial officer for the organization
	1. Chair of the Finance Committee
	2. Assist in developing financial policies and ensure the School is following the policies
	3. Assist the Administrative Leadership Team in preparing the annual budget
	4. Present the annual budget to the Board for approval
	5. Answer any questions the Board has concerning the budget and the annual audit
	6. Present the annual 990 Tax form to the Board and provide copies for each member
	7. Receive copies of the monthly bank statements and confirm the financial status of the school against the Director of Finance’s monthly report.
	8. Assume responsibilities of the Chair if the Chair and Vice Chair are unavailable
4. **Secretary**- maintain all Board records
	1. Attend Board meetings
	2. Take and review minutes at the Board meetings
	3. Track attendance of all Board members. Notify Chair if any board members are not meeting the standards noted in the Board of Directors attendance policy.
	4. Responds to records request for meeting minutes
	5. Maintain the Board Policies and Board Resolutions – keeping up to date copies in the Board Policies document
	6. Maintains the Board of Directors binder
	7. Organizes and maintains Board dropbox folder
	8. Respond to Open Meeting requests for Board documents
	9. Assumes responsibilities of the Chair if the Vice Chair and Treasurer are unavailable